

IABTI REGIONS 4 & 5  
Long Branch, NJ  
EXHIBITOR'S INFORMATION SHEET

## REGISTRATION

- To register for the conference, use the EXHIBITOR REGISTRATION form posted on the IABTI website. The PREPAID registration fee for one representative is \$450.00. Additional representatives are \$150.00 each.
- Registration includes one 6 ft skirted table in an 8 ft. space, 2 chairs, and clean up. (Please specify if you prefer open space only.) Registration includes lunch, breaks, and hospitality for one individual each day you are exhibiting at the conference and our banquet on the Thursday night of the conference.
- If you are unable to attend the conference but would like to have your literature included at time of delegate registration, ***See registration page 3 for Sponsorship Opportunities***

## UTILITIES

Regular utility service fees included with registration – Exhibitors are encouraged to bring their own extension cords and tape. If you do not have an extension cord, you may order one from the hotel for a small fee upon arrival. Special requests/needs for utilities should be arranged directly with hotel, it is highly recommended you arrange any specific needs with the hotel.

## SHIPPING

### **(Sample Label Provided)**

Please make sure the label states to which Exhibitor the item should go to. It is our goal is to have your item in the exhibitor space NLT 1700 in time for setup. Please note: There are no forklifts there!! Special requests/needs for shipping should be arranged directly with hotel.

When sending packages, the following information should be noted on the package:

1. Name of Sender
2. Company of Sender
3. Address and Phone Number of Sender
4. Guest Name/ Group name
5. Confirmation number
6. Arrival Date (or Group Name and myself for function related materials.)
7. Total Number of Boxes or Parcels (1 of 2, and so forth)

Boxes should be sent to the attention of Christine Hopkins. Boxes and parcels can be shipped 3 days prior to your event date. 5 boxes are complimentary and the additional will be charged a fee. I have attached a Shipping Label for you to utilize.

**See page 2 for Conference Schedule**

**EXHIBITOR CONFERENCE ITINERARY:**

- Monday October 18th:
  - 1330 - 2200 Set up available
  - Your space will be marked in the exhibition hall, and your name badges will be there.

PLEASE E-MAIL ALL EXHIBITOR NAMES IF NOT INCLUDED ON THE REGISTRATION FORM

- Tuesday October 19th:
  - 1100 - 1700 Exhibit Hall open.
  - Exhibitor introductions in general session room will occur shortly before lunch (please limit your introduction to no more than five minutes)
- Wednesday October 20th:
  - 0900 -1700 Exhibit Hall open and will be a Dual Track environment.
  - Delegates will have the opportunity to attend a Workshop, Equipment Build and or work with Technology Partners Supplied Equipment for hands on training.
  - 1800 – Technology Partners Social (Exhibit Hall)
  - Break down at conclusion of Social.
- Thursday October 21st:
  - Outdoor Technology Partner Day in AM (weather permitting).
  - Contact John Paletto at [echo7ops@gmail.com](mailto:echo7ops@gmail.com) or (201-341-0349) to express interest in participating and to discuss logistics for any of the itinerary. (NO Live Fire Range Capabilities) Outdoor Hard scape area only.
  - Banquet, Time TBD —Technology Partners welcome!
- Friday October 22nd:
  - o Travel out

## **SPONSORSHIP OPPORTUNITIES**

All Sponsorships include the stated donation amount, and any or all the items listed under the Sponsorship category. Since many of the additional items require additional cost, the additional items are at the discretion of the Sponsor and are not required. The IABTI requests that Sponsors make their intentions known regarding additional items at the time of Sponsorship declaration so that, if you are not opting for one of the additional items, we have the opportunity to seek sponsorship for that item(s) from another source.

**In-Service Training Event T-Shirt Sponsor** – Sponsorships will provide a Logo to be displayed on the T-Shirt. This is limited and will be displayed appropriately at the discretion of the Regional design committee.

**Social / Hospitality Sponsor** – Sponsorships above \$500.00 are welcomed and appreciated. Any sponsorships received more than \$500 will receive all benefits of the Platinum Sponsorship and will be recognized on the Mobile App and at the designated Social/Hospitality Event.

### **Platinum Sponsor - \$500.00 Donation**

#### **(MOBILE APP SPLASH SCREEN)**

- Platinum Sponsors may provide literature and/or donated items for delegates. This item will be distributed to each delegate at registration. Literature and or items must be received at the conference venue at least 4 days prior to the start of the conference. (Please note Attention John Paletto) (Quantity and shipping address will be provided at the time of sponsorship declaration.)
- Platinum Sponsors: In addition, we will try to accommodate special requests, i.e. hospitality, banner-hanging, etc. Contact John Paletto ([echo7ops@gmail.com](mailto:echo7ops@gmail.com)) or 2013410349 to discuss.
- Option to provide the conference delegate bags. Bags should include the Sponsor's logo as well as the IABTI logo. IABTI logo artwork will be provided at the time of sponsorship declaration. (Quantity and shipping address will be provided at the time of sponsorship declaration.)

### **Gold Sponsor - \$400.00 Donation**

- Gold Sponsors may provide a piece of literature and/or donated item for the delegate and will be distributed to each delegate at registration. Literature and or items must be received at the conference venue at least 4 days prior to the start of the conference. (Quantity and shipping address will be provided at the time of sponsorship declaration.)

### **Silver Sponsor - \$300.00 Donation**

If you are unable to attend the conference but, would like to have a brochure provided to the delegate at registration, Contact John Paletto ([echo7ops@gmail.com](mailto:echo7ops@gmail.com)) or 2013410349 to discuss. (Quantity and shipping address will be provided at the time of sponsorship declaration.)





## Shipping Label Example

**Client Name, C/O Ocean Place Service Manager Christine Hopkins**

**IABTI IN-SERVICE TRAINING (10/18/2021)**

**1 Ocean Boulevard**

**Long Branch, NJ 07740**